



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

David Aznavoorian, Chairman
Damin Sutherby, Vice Chair
Rob Kocsmiersky, Clerk
Raymond Lisiecki
Thomas L. Cooke
Laurence Sanford
Paul McDermott

Meeting Minutes for June 19, 2014

1) Call to Order

The meeting was called to order at 7:03 p.m. by David Aznavoorian, Chairman, at the temporary Town Hall (Pike House). Present were Thomas Cooke, Damin Sutherby, Larry Sanford, Rob Kocsmiersky, and Paul McDermott. Also present was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

Ray Lisiecki was not in attendance.

Mr. Aznavoorian welcomed Mr. McDermott as a new member of the Finance Committee.

2) Town Manager and Finance Director Reports

Ms. Kucala reviewed the 4th Quarter Report which was previously sent to the members.

Mr. Aznavoorian asked if there are any areas Ms. Kucala feels may be at risk and Ms. Kucala explained that Veteran's Services is a concern as there is an increase in those applying for services and the budget has remained the same. Mr. Sanford inquired about the State match and Mr. Montuori explained that there is a delay in receiving the funds from the State. There is currently \$22,000 deficit in veteran's services with \$379,000 being budgeted and \$399,000 being spent. Ms. Kucala explained that this deficit needs to be made up for by the end of the fiscal year within the town budget. Mr. Montuori noted that the Veteran's Agent has retired and he will be conducting interviews for the position over the next week.

Mr. Aznavoorian discussed the receipts and noted that there are several areas that are over 100% collected and asked if there are any areas over the 100%. Mr. Montuori confirmed this and noted that excise tax, meals tax, tax title, supplemental tax and the hot tax are over 100%.

Lateral Transfer Requests

No.	Amount	From	To	Reason
65	\$25,000.00	Police Salaries	Police Overtime	To fund the overtime account thru June 30, 2014

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. 65 as presented above; seconded by Mr. Sanford and the motion carried 5-0-1. Mr. Cooke did not take part in this vote or any discussions regarding same.

No.	Amount	From	To	Reason
86	\$2,651.00	Fire Sick Leave Buyback	Fire Regular Salaries	To cover salaries for new employees hired to bring staffing up to 13 per shift.

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. 86 as presented above; seconded by Mr. Sanford and the motion carried 5-1. Mr. Cooke was opposed.

No.	Amount	From	To	Reason
87	\$9,000.00	Uniform Allowance	Fire Uniform Allowance	To cover uniform settlement with firefighter's union not budgeted for.

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. 86 as presented above; seconded by Mr. Sanford and the motion carried 5-1. Mr. Cooke was opposed.

No.	Amount	From	To	Reason
88	\$70,000.00	Fire Overtime	Fire Regular Salaries	To cover salaries for new employees hired to bring staffing up to 13 per shift.

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. 88 as presented above; seconded by Mr. Sanford and the motion carried 5-1. Mr. Cooke was opposed.

No.	Amount	From	To	Reason
89	\$6,000.00	Highway Regular Salaries	Highway Temporary Salaries	

MOTION: Mr. Sutherby made the motion to approve Lateral Transfer No. 89 as presented above; seconded by Mr. Sanford and the motion carried 6 0

Reserve Fund Transfers

No.	Amount	To	Reason
5	\$21,555.00	Fire Salaries	To cover salaries for new employees hired to bring staffing to 13 per shift.

No.	Amount	To	Reason
6	\$18,445.00	Fire Uniform Allowance	To cover uniform settlement with firefighter's union not budgeted for.

Present was Fire Chief Michael Hazel. Chief Hazel explained that there were a few probationary firefighters who did not make it through the probationary period. The process can take up to 3 to 4 weeks to get complete the academy, uniforms, training, etc. In addition, the department has received some unexpected retirements. Overtime was used to keep all of the stations open. Four individuals will go to the academy in August/September. Mr. Aznavoorian asked if any of these individuals are veterans and Chief Hazel explained that he went through the veteran's list and all four that were hired are from town.

Mr. Sanford asked if the overtime budget is expected to go down once the department is fully staffed and Chief Hazel confirmed this. Discussion took place on requirements to retire and Chief Hazel explained that age, years of service and financial tolerance are factors that apply.

Mr. Kocsmiersky asked what happen with the uniform allowance and Mr. Montuori explained that the change is the result of the IRS audit that was recently conducted. Previously the uniform allowance was not being taxed. Mr. Sanford asked if the audit has been completed and Mr. Montuori confirmed this and explained that the penalties were over \$100,000; however, Ms. Kucala was able to reduce that amount to \$87,000. This will be paid through the payroll tax.

MOTION: Mr. Sutherby made the motion to approve Reserve Fund Transfer No. 5 as presented above; seconded by Mr. Sanford and the motion carried 5-1. Mr. Cooke was opposed.

MOTION: Mr. Sutherby made the motion to approve Reserve Fund Transfer No. 6 as presented above; seconded by Mr. Sanford and the motion carried 5-1. Mr. Cooke was opposed.

3) Finance Committee Matters of Interest (as applicable)

Mr. Sutherby inquired as to the status of the town hall rehabilitation and Mr. Montuori explained that the contract is being finalized with town counsel, Attorney Charles Zaroulis.

Mr. Cooke requested a report on the Abrams Trust.

Mr. Cooke expressed concerns with the police department budget as there have been many transfer requests made throughout the year. Mr. Montuori explained that there have been some staffing issues with the police department and noted that he will look into this.

4) Committee Member Reports

Economic Development Committee (EDC):

Mr. Sanford noted that the EDC recently had a presentation from Dr. Bluestone at the Northeastern Dukakis center. A survey of 250 questions will be sent out to town employees and residents and the two will be compared. The questions are related to transportation, town services, library, etc.

High School Building Committee:

Mr. Cooke noted that the Committee will be sending out two letters to CTA and SMMA putting them on notice of the issues at the high school.

5) Approval of Meeting Minutes

MOTION: Mr. Cooke made the motion to approve the February 15, 2014 meeting minutes as presented; seconded by Mr. Sanford and the motion carried 4-0-2. Mr. Kocsmiersky and Mr. McDermott did not take part in this vote.

- MOTION:** Mr. Sutherby made the motion to approve the April 3, 2014 meeting minutes as presented; seconded by Mr. Sanford and the motion carried 5-0-1. Mr. McDermott did not take part in this vote.
- MOTION:** Mr. Sutherby made the motion to approve the April 10, 2014 meeting minutes as presented; seconded by Mr. Sanford and the motion carried 5-0-1. Mr. McDermott did not take part in this vote.
- MOTION:** Mr. Cooke made the motion to approve the April 17, 2014 meeting minutes as presented; seconded by Mr. Sanford and the motion carried 5-0-1. Mr. McDermott did not take part in this vote.
- MOTION:** Mr. Cooke made the motion to approve the May 5, 2014 meeting minutes as presented; seconded by Mr. Sanford and the motion carried 5-0-1. Mr. McDermott did not take part in this vote.
- MOTION:** Mr. Cooke made the motion to approve the February 27, 2014 meeting minutes as presented; seconded by Mr. Sanford and the motion carried 4-0-2. Mr. Kocsmiersky and Mr. McDermott did not take part in this vote.
- MOTION:** Mr. Cooke made the motion to approve the March 6, 2014 meeting minutes as presented; seconded by Mr. Sanford and the motion carried 5-0-1. Mr. McDermott did not take part in this vote.
- MOTION:** Mr. Kocsmiersky made the motion to approve the March 13, 2014 meeting minutes as presented; seconded by Mr. Sanford and the motion carried 4-0-2. Mr. Sutherby and Mr. McDermott did not take part in this vote.
- MOTION:** Mr. Cooke made the motion to approve the March 20, 2014 meeting minutes as presented; seconded by Mr. Sanford and the motion carried 3-0-3. Mr. Aznavoorian, Mr. Sutherby, and Mr. McDermott did not take part in this vote.
- MOTION:** Mr. Cooke made the motion to approve the March 27, 2014 meeting minutes as presented; seconded by Mr. Sanford and the motion carried 4-0-2. Mr. Kocsmiersky and Mr. McDermott did not take part in this vote.

6) Approval of Payment of Recording Secretary Timesheet

- MOTION:** Mr. Cooke made the motion to approve the recording secretary's May timesheet; seconded by Mr. Sanford and the motion carried 6 0.

7) Future Proposed Meeting Dates (subject to change)

The next meeting will be held on Monday, July 7, 2014 at the Pike House.

Adjourn.

MOTION: Mr. Sutherby made the motion to adjourn at 8:30 p.m.; seconded by Mr. Sanford and the motion carried 6-0.

Approved: August 21, 2014

**Documents Presented and/or Discussed
June 19, 2014**

- 1) 2014 4th Quarter Report
A copy can be found with the Finance Department
- 2) Meeting Minutes
A copy can be found with the Town Clerk's Office
- 3) Recording Secretary Timesheet
A copy can be found with the Finance Department